



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL

*****L-101 (Lower Level)*** – Town Hall
131 Cedar Street**

**AMENDED AGENDA
March 24, 2020, 7:00 P.M.**

RECEIVED FOR RECORD
IN NEWINGTON CT
2020 MAR 23 AM 9:15

John O. Reynolds
Town Clerk

*****This meeting will not be open for public attendance per Executive Order 7B. The Town Council is requesting that the public utilize the call-in procedure at the beginning and end of the meeting to minimize the public transmission of COVID-19 virus*****

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- I. PLEDGE OF ALLEGIANCE**
 - II. ROLL CALL**
 - III. APPROVAL OF AGENDA**
 - IV. PUBLIC PARTICIPATION – IN GENERAL (Via Telephone Only: 860-665-8736)
(4 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**
 - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION**
 - VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)**
 - A. Town Hall Project Update
 - B. Health Update
 - C. Board of Education-Public School CIP Funds Transfer
 - D. Discussion-Anna Reynolds Elementary School Roof Replacement
 - E. 2018 LOTCIP Grant §8-24 TPZ Referral
 - VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)**
 - A. Affordable Housing Plan Technical Assistance Grant
 - B. Update to the Elections Emergency Operations Plan
 - C. Anna Reynolds PBC Funding Request
 - VIII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)**
 - A. Resignation-Environmental Quality Commission
 - B. Appointment – 150th Anniversary Steering Committee
 - C. Appointments – Environmental Quality Commission, Standing Insurance Commission & Vehicle Appeals Board
 - IX. TAX REFUNDS (Action Requested)**
 - A. Approval of March 24, 2020 Refund for an Overpayment of Taxes

- X. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC
- XI. COUNCIL LIAISON/COMMITTEE REPORTS
- XII. PUBLIC PARTICIPATION – IN GENERAL (**Via Telephone Only: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- XIII. REMARKS BY COUNCILORS
- XIV. EXECUTIVE SESSION:
 - A. REAL ESTATE#1 - §1-200(6)(D)
- XV. ADJOURNMENT



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 17, 2020
Re: Town Hall Project Update

Keith Chapman, Town Manager, will review the current status of the Town Hall Renovation Project and answer any questions that the Council may have regarding the project.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 17, 2020
Re: Health Update – COVID-19

Keith Chapman, Town Manager, will update the Town Council on the status of the COVID-19 virus and the actions being taken within the municipality.

DATE: February 28, 2020

TO: Mr. Keith Chapman, Town Manager
Town Council Members

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **TRANSFER REQUEST – PUBLIC SCHOOL CAPITAL
IMPROVEMENT PLAN**

On Wednesday, February 26, 2020, the Newington Board of Education met and passed a motion asking that the Newington Town Council take action to approve a transfer within the Public School CIP Fund to allow for the purchase of necessary FF&E items for the Board of Education offices at Newington Town Hall. The Board of Education requests that the Town Council approve a transfer of \$700,000 from the Undesignated Reserve line item within the PSCIP to the Town Hall FF&E line item (31193-88050) in the fund.

At this time, Board of Education administration has identified that the cost of necessary FF&E items to outfit the new Board of Education offices at Newington Town Hall will be around \$700,000. The move will occur in three phases, 1) general offices on the 3rd floor, 2) HCD move from 66 Cedar Street, and 3) Transition Academy at the Senior Center. The 3rd floor move will most likely happen in July, the HCD offices will move sometime after the start of the school year once hiring season is over, and the Transition Academy move will be during the summer of 2021 (or possibly sooner) once all site work and paving is completed on the west side of the new Town Hall.

Because the State DEEP Grant was received last year after the Board of Education presentation of their CIP budget request to the Town, this source of funds was not included in the 2019-2020 CIP proposal. As a result, there are financial resources tied up in the “Undesignated Reserve” line within the Fund. Funds can only be moved from the “Undesignated Reserve” line to project accounts based on Town Council action. Actions of this type can be done anytime during the last 6 months of the fiscal year.

Based on the anticipated costs for FF&E for this project, the Board of Education is requesting that the Town Council take formal action transferring \$700,000 from the “Undesignated Reserve” line within the Public School CIP fund to PSCIP project 31193-88050, Town Hall FF&E.

It is requested that this item be placed on the March 10, 2020 Town Council agenda for potential action.

cc: Board of Education Members

AGENDA ITEM: VI.C

DATE: 3/24/2020

RESOLUTION NO. 2020-

RESOLVED:

CERTIFICATION: In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the Public School Capital Improvement Projects, Undesignated Reserve Fund Balance \$700,000.

Janet Murphy, Director of Finance

RESOLVED:

That the Newington Board of Education is proposing to transfer the above certified funds in the Public School Capital Improvement Projects, Undesignated Reserve to the following account in the Public School Capital Improvement Projects, Town Hall FF&E:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31193-88050	Town Hall FF&E	\$700,000

NOW THEREFORE BE IT RESOLVED: That the Newington Town Council, as fiscal authority for the Town hereby appropriates \$700,000 from the Public School Capital Improvement Projects Reserve Fund to the expense account listed above.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: March 19, 2020
Re: Discussion – Anna Reynolds Elementary School Roof Update

This item was previously tabled to allow the Board of Education time to determine that additional repairs to the Anna Reynolds Roof were adequate to prevent water intrusion into the classrooms.

The Superintendent of Schools, Maureen Brummett and Chief Finance & Operations Officer, Lou Jachimowicz, have supplied a Roof Status Report outlining the actions that have been completed and a daily log indicating if any additional water intrusion has been detected.

Attachment:

- Anna Reynold Elementary School – Roof Status Report

DATE: March 17, 2020

TO: Keith Chapman, Town Manager
Superintendent of Schools

FROM: Maureen Brummett, Ed.D, Superintendent of Schools
Lou Jachimowicz, Chief Finance and Operations Officer

**SUBJECT: ANNA REYNOLDS ELEMENTARY SCHOOL – ROOF STATUS
REPORT**

As you are aware, there have been persistent roof leaks at Anna Reynolds Elementary School. It was determined during April/May of 2019 that it would be necessary to invest a sizeable amount of funding for repair/revitalization of the roof with the intent of adding 5 years of useful life to the roof surface. At that time there were no immediate plans for a “Renovate as New” project for Anna Reynolds to address the multitude of needs at the building (which included the roof).

It was decided during June 2019 to move forward with these repairs and that an emulsion process would be the best maintenance option available to repair the roofs on both Wings B and C. These were in the most need of repair because of their age and recurring problems. The emulsion product used was called Mule Hide with a fiber binder to provide maximum strength and flexibility. The emulsion process required that the gravel ballast on the roof be removed. The emulsion product is then rolled onto the roof deck and cures into a pliable rubberized coating that basically seals the existing roof from leak penetrations. Because of the deteriorated condition of the underlying roof, it was expected that there would be a number of punch list callbacks to get to a successful finished product. This ended up being more difficult than expected. Due to the essentially “flat” pitch of the roof, coupled with the deterioration associated with a roof that is 36 years old, repair call outs were needed along with additional patching of the roof surface. Ponding of water on the roof surface contributed to most of the recurring leaks.

The emulsion work done at Anna Reynolds occurred during September 2019. The emulsion process comes with a full 2 year guarantee. The realistic expectation is that the repair work done could reasonably be expected to hold up for five years.

After the emulsion process was complete, repair records indicate that leaks were identified in Wings B and C in December 2019. At that time, there was a snow and ice cover of the roof so the success of repair work was spotty. The leaks were not fully controlled at that time.

Towards the end of January (about a month and a half ago), concerns were voiced from the building staff about the continuing leaks at the school and our inability to rectify them. Several on site meetings occurred with the repair contractor to brainstorm methods and techniques to stabilize the roof. The consensus was that it would be necessary to develop a “Plan B” to deal with continuing leaks. Because of the combination of the flat roof pitch, the number of sagging areas on the roof that were holding standing water, and the age and general condition of the existing roof, a more comprehensive repair technique would be done if it was not possible to

completely stop leaks in specific areas. This method is called a "Target Patch". This is done using dens deck and then torched down to bind the new roofing material with the existing roof surface. This would be done systematically area by area until all leaks were stopped.

During February, two significant patches were made on the roofs in troublesome areas using the "Target Patch" technique, one each on Wing B and Wing C. This stabilized the repaired area but moved the leaks into locations just beyond the new surface. This necessitated another round of touch up work using the emulsion process. This touch up work was scheduled around February 21st and done during the week of February 24th to February 28th.

Community concerns were voiced at the Town Council Meeting on February 25, 2020. That week, the BOE implemented additional monitoring and maintenance efforts on the Anna Reynolds roof sections. It was determined that after each rain storm, maintenance staff and/or workers from the roofing company would use back pack vacuums to eliminate standing/ponding water from the low spots on Wing B and Wing C. The roofing contractor also did a "flood test" on both Wings B and C on March 3rd in the afternoon just prior to a rainstorm that evening. The "flood test" uncovered one additional leak which was immediately patched that afternoon (this was also the only leak that day). On Wednesday, March 4th there were no leaks of any type reported. We then put together a simple daily tracking log of the daily status of those locations at AR that previously experienced leaks. The Lead Custodian at the school was instructed to add to the list if new leaks were experienced.

There was no appreciable rain from March 5th until Friday, March 13th. Approximately 1 inch of rain fell during the overnight hours into the morning of March 13th. Inspections of the prior leak locations were done both in the morning and afternoon of the 13th to verify that there were no leaks present. A copy of the daily tracking log that was started about 10 days ago is attached for your review.

No specific plan has been made yet for the type of supplemental maintenance efforts that would be made in the event of a snow storm. Realistically, this would probably result in shoveling some snow off of the roof, cutting pathways to the roof drains to maximize the drainage capability of the roof, and using the back pack blowers to dry the roof as much as possible where the roof surface is exposed. This has been done before at various schools around town during winter seasons with very significant snow accumulations.

At this time it appears that the "Target Patch" approach has successfully stopped the roof leaks at Anna Reynolds. Even though the rain was pretty substantial on March 13th, it definitely could have rained harder and longer. I am cautiously optimistic that the problem has been rectified but there is nothing like a real big rain storm to alleviate all doubts. For now, I would recommend staying the course, and if necessary, utilize the "Target Patch" technique if new leaks were to occur.

If this does not bring about the desired results, I would then suggest moving to a "Plan C" approach which would be to put down an EPDM roofing repair system to fully cover the existing conditions for either/both Wing B and Wing C. If this were deemed necessary, the cost to fully do both wings would be about \$150,000. Based on the square footages of the roofs, this would

work out to about \$5.30 per square foot. New/replacement roofs with the required pitch factors for schools with a 30 year warranty run between \$20 and \$25 per square foot. I would suspect that the per square foot price for this work would be on the higher side of the range because there would need to be a reasonably substantial amount of above ceiling space available to address future renovation needs at the school. At this time there is no central air conditioning or powered classroom ventilation system in the building. Newer air conditioning systems can be done with limited above ceiling space but do not address ventilation requirements. The Board of Education has done exactly this at John Paterson over the last five years. Roof mounted split system air conditioning units were added for all classrooms at the school that utilize cassettes that are hung from the ceiling grid. No duct work is required for this. The John Paterson classrooms also had all of the 1962 vintage unit ventilators replaced that provided the powered ventilation component for the classrooms. This is the finished condition that would need to be achieved.

At Anna Reynolds, there is a combination of in floor radiant heat along with hot water circulating baseboard heat. There are no unit ventilators and no powered ventilation of any type. If central air conditioning split system units are added, it would most likely require that "through the wall" unit ventilators are added for all classrooms. I do not think that the current metal panel wall system could be modified to handle this. There would be a significant freeze risk because of the lack of insulation space because there is no concrete block/brick buffer. This would probably require a rebuild of the exterior walls at the school. Given the deterioration of the metal panel system plus the poor condition of the windows, this work would probably need to be done all as one project. If unit ventilators are not the choice for powered ventilation, a roof top system would be needed for the powered ventilation that would have extensive duct work above the ceiling. This requirement should be considered in any roof design that is contemplated, whether as part of a roof replacement project or as part of a bigger "Renovate as New" project.

Let me know if you have any questions.

Attachments - 1

[illegible]



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 19, 2020
Re: 2018 LOTCIP Grant §8-24 Referral

Gary Fuerstenberg, Town Engineer has requested that the Town Council refer the project to the Town Plan & Zoning Commission for the review. The project proposes to widen three (3) locations along the existing road right-of-way. These would occur at Robbins Avenue & Main Street, Robbins Avenue & Willard Avenue, and Maple Hill & Robbins Avenue.

A Resolution authorizing the Town Manager to submit the referral to the Town Plan & Zoning Commission is included for you adoption.

Attachement:

- Resolution – Referral of 2018 LOTCIP Grant Improvement to TPZ

AGENDA ITEM: VI.E

DATE: 3/24/2020

RESOLUTION NO: 2020-

RESOLVED:

That the Newington Town Council hereby directs and authorizes the Town Manager to refer the matter of the realignment of Robbins Avenue in connection with the LOTCIP 2018 project to the Town Plan and Zoning Commission for its report in accordance with Section 8-24 of the Connecticut General Statutes.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Keith Chapman, Town Manager
From: Craig Minor, Town Planner
Date: March 13, 2020
Re: **Affordable Housing Plan Technical Assistance Grant Opportunity**

The CT Department of Housing is offering grants to municipalities to assist with the preparation of an "Affordable Housing Plan". Affordable Housing Plans are required by Sec. 8-30g of the Connecticut General Statutes. These grants will be awarded on a "first come, first served" basis so if Newington wants to take advantage of this opportunity we need to move quickly.

I've prepared a draft grant application (attached). The application states that we intend to hire Glenn Chalder of Planimetrics to assist in developing the Plan. I have been in discussions with Mr. Chalder for several months about preparing an Affordable Housing Plan as an addendum to the new POCD that he is working on for us, and he has confirmed that he is available.

I recommend this item be on the March 24, 2020 Town Council agenda for discussion and action. A copy of the Town Council resolution approving the application must be included with the application.

cc:
Town Clerk
file

Phone: (860) 665-8575 Fax: (860) 665-8577
cminor@newingtonct.gov
www.newingtonct.gov

AFFORDABLE HOUSING PLAN – PLANNING GRANT

MUNICIPAL INFORMATION

Name of the Municipality: Town of Newington.

Address: 131 Cedar Street, Newington, CT 06111.

Name and Title of Authorized Official: Keith Chapman, Town Manager.

Telephone: 860-665-8510 . **Fax Number:** 860-665-8507 . **Email:** kchapman@newingtonct.gov .

Name and Title of Contact Person: Craig Minor, Town Planner.

Telephone: 860-665-8575 . **Fax Number:** 860-665-8577 . **Email:** cminor@newingtonct.gov .

If you are using a consultant to write this application, please provide the following:

Consultant Name: Glenn Chalder, AICP . Phone # 860-913-4080 .

Company (if applicable): Planimetrics .

Address: 170 County Road, Simsbury, CT 06070 . Fax #: 860-913-4080 .

ASSISTANCE REQUEST

1. PROJECT INFORMATION

1a. Federal Employer Identification Number: 60-600204 .

1b. Grantee's Fiscal Year: From July 1, 2020 . To June 30, 2021 .

1c. Amount of Assistance Requested: \$15,000 .

1d. Please provide a Project Budget as Attachment #1. (see Exhibit 1: Budget Form)

2. LOCAL APPROVAL

2a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):

- Authorizing submission of this grant application;
- Identifying the individual who can sign the grant application and administer the grant.

The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. (Please provide as Attachment #2)

3. APPLICANT CERTIFICATION

My signature below, for and on behalf of Town of Newington, indicates
Name of Municipality

acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: Keith Chapman, Town Manager
2. Signature: _____
3. Date: _____

TOWN OF NEWINGTON
AFFORDABLE HOUSING PLAN TECHNICAL ASSISTANCE GRANT APPLICATION

1. Data Collection – market study/analysis

- a. Detailed assessment of existing 8-30g AH in Newington;
- b. Detailed assessment of existing “NOAH” (Naturally Occurring Affordable Housing) in Newington;
- c. Analysis of current zoning regulations – do they promote, or do they discourage the production of AH in Newington? Do they facilitate “friendly 8-30g” applications?
- d. The cost of the above items would be included in the Planning Consultant’s fee.

2. Community Engagement

- a. Several community meetings to obtain public input on/perception of:
 - 1. What are Newington’s AH needs?
 - 2. Where in Newington should additional AH be built?
 - 3. What does Newington’s existing AH look like?
 - 4. What would acceptable AH look like, architecturally?
- b. The cost of conducting these community meetings would be included in the Planning Consultant’s fee.

3. Printing Publication

None, since only a few hard copies (for the Library, Town Council members, etc.) will be needed. The Affordable Housing Plan will be available on-line.

4. Other Planning Costs

Planning Consultant – to assist Town with developing the Plan. Approximately \$15,000.

5. Salaries

None.

6. Other Administrative Costs

None.

7. Contingency

10%



All Small Cities Municipalities, And Interested Parties

Notice: DOH 2020-3

Distribution Date: March 6, 2020

Subject: Affordable Housing Plan Technical Assistance Grant

The State of Connecticut Department of Housing (“DOH”) invites applications for planning grant funds from small municipalities (populations below 50,000) seeking to prepare and adopt an Affordable Housing Plan under the provisions of § 8-30j of the Connecticut General Statutes (“CGS”). This grant opportunity is intended to enable eligible municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. Addressing Connecticut's housing affordability crisis with thoughtful planning for homes that meet the needs of individuals and families at different income levels and stages of life is an economic imperative for our state and critical to sustaining thriving local communities.

Under this Application for Planning Grant, grant awards will be made on a FIRST COME FIRST SERVED basis to those eligible municipalities who submit completed application documents.

The number of eligible municipalities who will be able to receive grant awards will be subject to available funds at the time of application. Funding for this year and future years is subject to authorization by the State Bond Commission, and is not guaranteed. For the current program, which is anticipated to run from March 9, 2020 thru June 30, 2020, the total authorized funding available is \$500,000. Eligible municipalities are eligible to apply for up to \$15,000 in grant funding for this activity, and collaboration between contiguous eligible municipalities is encouraged.

The Department has also engaged Regional Plan Association, Inc. to develop an Affordable Housing Plan and Process Guidebook, which along with community engagement, should assist communities in the preparation of their Affordable Housing Plan.

Applications will be accepted via email or by hand carry beginning Monday, March 9th, 2020 through close of business on Tuesday June 30th, 2020.

Attached to this Notice are the Program Description, Application and Exhibit 1, AHPG Budget.

Please review the Application document for information on how to apply, and for any questions.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 19, 2020
Re: Update to the Elections Emergency Operations Plan

The Town of Newington, in 2012, created an Elections Emergency Plan based upon the possible impact of Storm Sandy to the region. This plan, fortunately did not need to be implement at the time and was eventually adopted by the Town Council on February 26, 2013. With the possible impact to the upcoming Presidential Preference Primaries, scheduled for April 28, 2020 and postponed to June 2, 2020, the Registrar of Voters are proposing some changes to the minimize any impact from the COVID-19 virus.

A copy of the draft proposal has been included as part of this item for your review.

Attachment:

- Draft – Emergency Contingency Plan for Elections rev 3/2020

EMERGENCY CONTINGENCY PLAN FOR ELECTIONS

This is in preparation for a town wide disaster plan for an Election Contingency.

State of Emergency/Prolonged Power Outage:

- All polling place locations will be held in buildings with public access and ground level lobby or Community Facility deemed appropriate at the time.
- Department heads and staff from the Facilities and IT departments will be contacted to set up tables, chairs, computers, network capabilities, voting equipment, phone lines to be in compliance with the Help America Vote Act.
- Signs directing residents to the alternate polling place will be posted in visible locations throughout town and a press release will be distributed to the media and posted on the Town website and reverse 911 reverse messaging system.
- Throughout the election process, the Registrars will be able to access all voting files if necessary.

Severe Weather or Natural disaster:

- Severe weather alerts the ROV shall determine a plan of action and oversee the implementation
- Follow the town's most recent Emergency Plan of Operations

Solutions for Ballot Shortage:

- Moderators will immediately notify the Registrar of Voters Office (ROV)
- ROV will photocopy additional ballots and deliver to the polling place. If power is out the ROV will photocopy additional ballots at appropriate locations

A Shortage or Absence of Poll Workers:

- Moderators will immediately notify the ROV
- Additional poll workers are hired for back up at all elections
- Poll workers are reorganized within the districts if necessary

Loss of Power (Does not inhibit voting):

- Moderator will alert everyone present to the situation
- Moderator will contact the ROV to alert the Registrars of the situation
- Moderator will try and contact the facilities management at the polling place
- Flashlights are provided, find natural light if available and alternate light sources (i.e. spotlights from emergency vehicles) will be available.
- Voting process never stops because of voting machines back up power supply unit and auxiliary bin usage.

Fire Safety:

- Each polling place is in compliance with local fire safety ordinances and are equipped with working order safety equipment.
- Moderators will follow evacuation plan if necessary.

Emergency Evacuations:

- Moderator's alert individuals of emergency and direct to the predetermined assembly point.
- Head count at assembly point to ensure all poll workers are present
- Identify any individuals with disabilities and ensure they receive assistance.
- Secure voting materials.
- Contact the ROV office to alert Registrars of situation

Voting Machine Malfunctions:

- Moderators will contact ROV
- Spare machines are available for back-up use
- Auxiliary bin can be utilized during any malfunction

Need to Remove or Replace Poll Worker or Moderator:

- Additional help hired for back-up

Disorder In or Around Polling Place:

- The Moderator with assistance from the Registrars of Voters and NPD if necessary, will devise a course of action that should be implemented (i.e. Such as move to another room or outside of the building).



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 17, 2020
Re: Anna Reynolds PBC Funding Request

The Anna Reynolds Public Building Committee, through its Chairman, Stephen Woods is requesting that the Town Council appropriate up to \$50,000.00 to allow the committee to take the next step in the process of working on establishing a budget for a future referendum on the Anna Reynolds Elementary School. This would allow the committee to hire an Owner's Project Manager and Construction Manager to prepare a construction budget that would meet the requirements of the Connecticut Department of Education and Town Charter to fund this project. The total requested amount would not be required all at once, as it would be paid out over the next 3 months prior to the June 30th.

Please review the memorandum from Janet Murphy, Director of Finance regarding the specifics of where the funding could come from and the funds left for the remainder of the year.

A Resolution can be included as part of a future Agenda if the Town Council is in favor of the allocation.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Janet Murphy
Director of Finance

Memorandum

To: Newington Town Council
From: Janet Murphy, Director of Finance
Date: March 24, 2020
Re: Appropriation Transfers for FY 2019-2020

Section C-808 of the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. Below is a budget transfer based on the request that was received for Anna Reynolds Building Committee. This item should be introduced for discussion at the March 24th Town Council meeting with the adopting transfer resolution to be scheduled for the April 7th meeting.

- As per the attached request, the following transfer of \$50,000 is being made to allow the Anna Reynolds Building Committee to proceed with the project.

10962-8220	Contingency	(\$50,000.00)
31189-	Public Building Fund	\$50,000.00

This would leave a balance of \$12,138 in the Contingency Account for the remainder of the 2019-2020 fiscal year.

Murphy, Janet

Subject: FW: Anna Reynolds Building Committee

From: Stonehedge <srw@stonehedgelandscapingco.com>

Sent: Friday, March 13, 2020 2:26 PM

To: kchapman@newingtonct.gov

Subject: Anna Reynolds Building Committee

Keith,

I am requesting that the town council appropriate up to \$50,000.00 to allow the building committee to take the next step in the process of working on establishing a budget for a future referendum on the Anna Reynolds School. This would allow the committee to hire a owners project manager and construction manager to prepare a construction budget that would meet the requirements of the state department of education and town charter to fund this project. We would not need all of the money at once. The funds would be paid out over the next 3 months prior to the June 30th cutoff date.

I know you have a lot going on now but would appreciate what you can do to keep this important project moving forward.

If you have any questions I can be reached on my cell 860-655-4906.

Sent from my iPhone



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

James E. Krupienski CCTC
Town Clerk

Memorandum

To: Keith Chapman, Town Manager
From: James E. Krupienski, Town Clerk
Date: March 13, 2020
Re: Resignation –Jay Slater, Environmental Quality Commission

I am attaching a copy of the Email Resignation received in the Town Clerk's office on March 13 2020 from Jay Slater, who is resigning as a member of the Environmental Quality Commission, for a term beginning September 25, 2018 and ending November 30, 2021.

NTC Resolution #2016-120
Newington Town Code §8-21

Attachment:

- Resignation Email

Krupienski, James

From: Jay Slater <slaterj@cox.net>
Sent: Thursday, March 12, 2020 8:09 PM
To: Krupienski, James
Subject: Resignation EQC Commission

> Hi James,

>

> Effective immediately, I am resigning my position as a Commissioner on the EQC (Environmental Quality Commission) due to other commitments and personal matters.

>

> Best regards,

>

> Jay Slater

Robert O. Hynes
Town Clerk

RECEIVED FOR RECORD
MIDDLETOWN, CT
2020 MAR 13 AM 8:49

AGENDA ITEM: VIII.A

DATE: 3/24/2020

RESOLUTION NO: 2020-

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Jay Slater, Public Rep from the Environmental Quality Commission, in accordance with email correspondence received by the Town Clerk, dated March 13, 2020.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIII.B

DATE: 3/24/2020

RESOLUTION NO.: 2020-

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

150th Anniversary Steering Committee

21 Public Members maximum
Resolution #2018-159

Name	Address	Party	Term	Replaces
Walter A Brideaux Jr	20 Dartmouth Place		3/24/2020- Indefinite	Vacancy due to Resignation of A Turnbull

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIII.C

DATE: 3/24/2020

RESOLUTION NO: 2020-

RESOLVED:

That the Newington Town Council hereby makes the following appointment(s):

Environmental Quality Commission

7 Members: 5 public members, 2 Industry
members residents, 2 NTC Liaisons
4 year term
Party Max.: 5

Name	Address	Party	Term	Replaces
Karen Serio, Public Rep	74 Fox Run Court	D	3/24/2020- 11/30/2023	Replaces Vacancy

Standing Insurance Committee

9 members, 2 NTC, 2 BOE, 2 Casualty/Claim or
Engineering, 3 Underwriters
2 alternates
2 year term
Party Max.: 6

Name	Address	Party	Term	Replaces
R. Clarke Castelle Underwriter	167 Connecticut Avenue	D	Immed. – 11/30/2021	DeFacto Term replaces self

Vehicle Appeals Board

3 members, 2 alternates, 2 year term
Party Max.: 2

Name	Address	Party	Term	Replaces
R. Clarke Castelle Alternate	167 Connecticut Avenue	D	3/24/2020 – 11/30/2021	DeFacto Term replaces self

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX.A

DATE: 3/24/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 776.14 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TAX REFUNDS – March 24, 2020

VW Credit Leasing LTD 1401 Franklin Boulevard Libertyville, IL 60048	\$225.30
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$271.30
Denise Cygan 226 Kitts Lane Newington, CT 06111	\$13.65
Carolee Remme 287 Sterling Drive Newington, CT 06111	236.82
Christina & Wendy Papallo 815 Cameron Bridge Way Johns Creek, GA 30022	\$29.07
TOTAL	\$ 776.14

AGENDA ITEM: XIV

DATE: 3/24/2020

RESOLUTION NO. 2020-

RESOLVED,

That the Newington Town Council, in accordance with CGS §1-200(6)(D) hereby moves to go into Executive Session, and invites the Town Council members, the Mayor, and the Town Manager, Keith Chapman, to discuss a Real Estate matter.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____